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# HOW TO APPLY

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## 1. How do I apply online?

- 1.1 Click on the '2025 Digital Walk-Ins Info' tab on the top navigation bar on the Home Page
- 1.2 Enter your ID number and click 'Submit'
- 1.3 Read the information and click 'continue with application'
- 1.4. Enter All the information requested.
- 1.5 Once you have entered all the information requested, click 'Next'
- 1.6. Click 'Continue with online application'

**A pop-up will appear with your CAO Number, Password and EasyPay Number.**

*The same information will also be sent to the email address you provided. This information is important in case you want to access your information at a later date.*

**PLEASE NOTE: YOU HAVE NOT YET COMPLETED YOUR APPLICATION**

- 1.7 Click 'Continue with Online Application'
- 1.8 Follow the instructions on screen to complete ALL information requested
- 1.9 Click 'Next'
- 1.10 Enter the requested information until you complete the application
- 1.11 Check the information provided in the Summary of your application
- 1.12 Click the 'Process My Application' button at the end of the page

**YOUR APPLICATION HAS NOW BEEN SUBMITTED**

*A message will be displayed on screen informing you that your submission has been successful*

2. You can now upload your supporting documents and pay online **OR** pay at an EasyPay Outlet  
*The Late administration fee for South African citizens is R470-00 and Internationals is R580-00.*

**Once your Administration fee has been received, your application will be made available to the institutions to which you have applied**

## 2. I did not complete my application, my session timed out. What must I do OR the electricity cut when I was doing my application now I don't know what to do?

To complete your online application you must:

- 2.1 Go to our website: [www.cao.ac.za](http://www.cao.ac.za)
- 2.2 Click on 'Login'
- 2.3 Enter your CAO Number and Password and select 'Login'
- 2.4 Select 'Continue with online application' on the left navigation bar
- 2.5 Follow the instructions onscreen and complete ALL the information requested then click 'Next'
- 2.6 When you reach 'Process My Application', click on the button once you have checked your information

**YOUR APPLICATION HAS NOW BEEN SUBMITTED**

- 2.7 The message on your screen will display that your submission has been successful.
- 2.8 You can now upload your supporting documents and pay online OR via EasyPay

### 3. How do I add / select programmes in the online application?

**You can add/ select programmes in the online application by:**

- a) Entering the six character course code if you know/have it and click 'Add' OR
- b) Use the 'Programme Search' to search for the programmes you are looking for

**If you are using the 'Programme Search' option:**

You can type part of the programme name that you are looking for, eg. Civil for Civil Engineering and use the 'Institution' drop down menu listing to select all institutions or a specific institution and click 'Search'

**If you want to see all the available programmes at an institution:**

- Select that institution name from the list and click 'Search'
- The 'Search Results' will then be presented in a table/grid at the bottom of the page.
- To select a programme from the list, click on the 'Add' option next to the course code.
- Once you have added all the programmes you want to apply for, click on 'Next' at the bottom right to continue with the application.
- Please remember to click on the 'Process my Application' button at the very end to submit your application.
- Thereafter, you can upload your supporting documents and pay the R470 administration fee online OR at any EasyPay outlet, eg. Shoprite, Checkers, Pick n Pay, etc.